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Circular Letter No. 516

March 21, 1908

To Superintendents.

Gentlemen:

In the conduct of practice classes there are three questions which must have already come to the attention of every superintendent: (1) preparation, (2) criticism, and (3) rehearsal. The desire of the Department in connection with each of these points is as follows:

1- That the preparation for the lesson shall be written with especial care by the teacher giving the class, and that this written preparation shall be accessible of examination on the part of the observing teachers. Also that in the case of a class taught in English, the questions to be asked and the answers expected shall be written at least approximately.

2- That the observing teachers shall not discuss or criticise the work of the teacher giving the class, but that they shall be supplied with notebooks in which to write criticisms for the examination of the superintendent or critic teacher. Also that criticisms be made to the teacher in private.

3- That the practice class be the same as any regular class but prepared with especial care: not rehearsed beforehand.

Respectfully,

General Superintendent